

APPENDIX D

Rock County Job Center W2 / FSET Worksite Monitoring Report

W-2 / FSET Participant: _____

Pin: _____

Date: _____

Worksite Location: _____

FEP: _____

Reviewer Initials: _____

Work site performance criteria

	poor	fair	satisfactory	above average	outstanding
1) Punctuality in arriving at work site	1	2	3	4	5
	never	sometimes	usually	most of the time	always
2) Begins work promptly at starting time	1	2	3	4	5
	never	sometimes	usually	most of the time	always
3) Appropriate phone usage	1	2	3	4	5
	never	sometimes	usually	most of the time	always
4) Observes break intervals	1	2	3	4	5
	never	sometimes	usually	most of the time	always
5) Completes tasks and stays on task	1	2	3	4	5
	never	sometimes	usually	most of the time	always
6) Initiative in seeking additional tasks	1	2	3	4	5
	never	sometimes	usually	most of the time	always
7) Communication with supervisor	1	2	3	4	5
	none	occasional	regular	above average	outstanding
8) Worksite attitude	1	2	3	4	5
	unacceptable	marginal	acceptable	above average	outstanding
9) Team setting / teamwork skills	1	2	3	4	5
	poor	marginal	acceptable	above average	outstanding
10) Personal hygiene and attire	1	2	3	4	5
	unacceptable	marginal	average	above average	outstanding
11) Work site language	1	2	3	4	5
	unacceptable	marginal	average	above average	outstanding
12) Equipment / technology operation	1	2	3	4	5
	no knowledge	below average	average	above average	outstanding
13) Problem solving skills	1	2	3	4	5
	poor	below average	average	above average	outstanding
14) Ability to be self-directed	1	2	3	4	5
	poor	below average	average	above average	outstanding

Performance Ranking: _____ Total points from performance review divided by 14 = Average ranking: _____

Ranking grid:

- 1 - Unacceptable performance - Lacks appropriateness in most areas; not appropriate for placement outside agency**
- 2 - Marginal performance - Needs improvement in most areas; not appropriate for placement outside agency**
- 3 - Average performance - Adequate in some areas - needs improvement in others; use caution when placing**
- 4 - Above average - appropriate for placement in work experience outside agency**
- 5 - Outstanding performance - appropriate for placement at site outside agency, or for unsubsidized employment.**

Comments / Supporting Data: (Please attach on separate sheet or write on back of form)